

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2014-033

OPEN TO: All interested candidates
POSITION: Legal Specialist FSN 10/FP5
OPENING DATE: July 28, 2014
CLOSING DATE: August 11, 2014
WORK HOURS: Full-time position, 40 hours/week

AMERICAN CITIZENS WHO ARE ORDINARILY RESIDENTS WILL BE GIVEN HIGH CONSIDERATION AND MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE.

The U.S. Embassy in Dakar is seeking an individual for the position of **Legal Specialist**.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. For a copy, please send a request via e-mail to

DakarHRO@state.gov

BASIC FUNCTION OF POSITION:

This position is located in the Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) at Embassy Dakar, Senegal. Working closely with a U.S. Department of Justice prosecutor assigned as the Dakar-based West Africa regional AML/CFT(Anti-Money Laundering/Counter Financing of Terrorism) Resident Legal Advisor (RLA). The employee will provide support and assistance to a new Embassy section focusing on support for bilateral and regional efforts to strengthen capacity to combat financial crimes, money laundering, terrorist financing, and other acts of terrorism.

QUALIFICATIONS REQUIRED:

a. Education:

Candidates must possess a University degree.

b. Prior Work Experience : Three years of experience in the criminal justice sector is required, with experience as an attorney, prosecutor or other justice sector employment in Anti- Money Laundering or counter-terrorist financing, strongly preferred. Experience in preparing, reviewing, and interpreting legal document and legislation, organizing courses, workshops, and conferences of a professional nature, and financial and budgetary issues is highly desired.

c. Post Entry Training: Briefing on Embassy procedures and USG rules and regulations, particularly as relates to finance and procurement of services. Mostly, on the job training by the RLA and others within the Embassy. Cyber awareness, PA453 Ethics orientation for new LES, P459 Protecting Personally Identifiable Information.

d. Language Proficiency Mandatory:

Must be fluent (level IV) in English and French. Must be able to interpret and translate from one language to the other as required (orally and in writing).

e. Job Knowledge: Must be able to function in a fast-paced office environment. Experience in the Senegalese legal system, the organizational structure of the branches of government, and practices of the criminal justice system, is necessary. Detailed knowledge of legal, political, and criminal justice vocabulary in both languages is necessary. Familiarity with rules and procedures of the Financial Action Task Force (FATF) and the Intergovernmental Action Group Against Money Laundering (GIABA) in West Africa is highly desirable. Detailed knowledge of Senegalese current events, personalities, history, and culture very important.

f. Skills and Abilities: Must be able to conduct complex legal research and write legal memoranda. Must have skills to interact effectively with officials from governmental organizations and private sector. Must be able to communicate effectively and diplomatically with the public. Must be able to maintain strict professional confidentiality. Must be able to evaluate the quality of performance by service provider. Good command of Microsoft Word, Power Point, and Excel is required. Must be willing and able to perform other administrative duties, including assisting the RLA on monthly, annual, and project-specific budgets. Employee must be willing to travel within Senegal and in the region.

SELECTION PROCESS: When equally qualified US Citizens, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: DakarHRO@state.gov

CLOSING DATE FOR THIS POSITION:
August 11, 2014

The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US

citizens, are compensated in accordance with the LCP.